

READVERTISED
NOTIFICATION OF VACANCY

**COMMUNITY DEVELOPMENT PROGRAM MANAGER
(Program Administration Manager II)**

POSITION #00299

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

SALARY RANGE:

\$49,000 - \$63,000 Annually

DUTIES AND RESPONSIBILITIES

The Virginia Department of Housing and Community Development is seeking a Community Development Program Manager within the Office of Community Capacity Building (OCCB). The selected individual will provide supervision and management of OCCB staff, including project and program assignments, performance evaluations, identifying and recommending training needs and related personnel matters. In addition, the individual will supervise, plan, and manage multiple state and federally funded programs targeted at providing Community Development Assistance to underserved communities; to plan, solicit, and manage multiple funding sources per established guidelines inclusive of private sector funding sources. Supervise the delivery of staff and resources to targeted communities throughout the Commonwealth of Virginia, including developing and increasing their capacity to develop and maintain affordable housing, community activities, programs and economic development activities. Furthermore, the individual will interpret state and federal policies; supervise the development, review and implementation of program design and all program documentation including manuals and applications, as well as making recommendations for policy changes and modification to programs; to provide, manage and deliver high quality capacity building services to organizations and citizen groups to help develop and strengthen organizational capacity; to access and effectively utilize programs offered by DHCD, other state and federal agencies and other available resources. The selected individual will also be responsible for providing coaching, training and technical assistance to diverse organizations on a broad range of organizational development topics.

QUALIFICATIONS

Extensive experience working with nonprofit organizations or citizens coalitions; designing and implementing group facilitated processes and interventions. Considerable knowledge and experience planning, directing, supervising and evaluating the work of a professional staff. Demonstrated ability to effectively manage multiple priorities and the ability to communicate effectively both orally and in writing. Considerable knowledge in designing and conducting training workshops, making technical presentations and facilitating large group discussions. Knowledge and experience in organizational development, affordable housing development, board development, strategic planning, project management, small business and/or nonprofit management; federal and state housing loan and grant programs; program management methods as they relate to developing policies, procedures and budgets. Must have interpersonal skills and the ability to work with various public and private sector partners. Demonstrated knowledge of a PC and appropriate software applications to include word processing and spreadsheet software; to manage and report program data; and internet resources and electronic data transfer. Graduation from an accredited college or university with a degree in planning, public administration or related field. Master's Degree is preferred. Travel and valid driver's license required.

TO BE CONSIDERED FOR THIS POSITION, A COMPLETED STATE APPLICATION FOR EMPLOYMENT MUST BE RECEIVED AT THE ADDRESS BELOW BY JUNE 23, 2006, BY 5:00 P.M. EST.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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